## DONATED EQUIPMENT WEEKLY SUMMARY FORM

**Consolidated by Eligible Work Performed**

<table>
<thead>
<tr>
<th>EVENT (FEMA Disaster Number)</th>
<th>PARISH</th>
<th>PAGE</th>
<th>of</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOLUNTEER + DONATED RESOURCES COORDINATOR (VDRC)</td>
<td>CONTACT PHONE #</td>
<td>CONTACT EMAIL</td>
<td></td>
</tr>
<tr>
<td>LOCATION / SITE ADDRESS</td>
<td>PERIOD COVERING</td>
<td>TO</td>
<td></td>
</tr>
<tr>
<td>ORGANIZATION CONTACT</td>
<td>CONTACT PHONE #</td>
<td>CONTACT EMAIL</td>
<td></td>
</tr>
</tbody>
</table>

### DESCRIPTION OF ELIGIBLE WORK PERFORMED

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT</th>
<th>DATES + HOURS USED EACH DAY</th>
<th>TOTAL HOURS</th>
<th>EQUIPMENT RATE*</th>
<th>TOTAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(INDICATE SIZE + CAPACITY + HORSEPOWER + MAKE AND MODEL AS APPROPRIATE)</td>
<td>EQUIPMENT CODE NUMBER*</td>
<td>OPERATOR'S NAME</td>
<td>DAY</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HOURS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HOURS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HOURS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HOURS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HOURS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HOURS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HOURS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HOURS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HOURS</td>
<td></td>
</tr>
</tbody>
</table>

### NOTE:
* Equipment code numbers and equipment rates can be found at:


**Volunteer + Donated Resources - Offsetting Non-Federal Share**

**Getting it right!**
HOW TO COMPLETE THIS FORM

- **Event:** Enter the FEMA Disaster Number.
- **Parish:** Enter Parish where volunteer work was performed.
- **Page _ of _:** Enter page number of current page and pages of entire document.
- **Volunteer and Donated Resources Coordinator (VDRC):** Enter the name of the VDRC who will be receiving this data form from the Organization Contact.
- **Contact Phone #:** Enter phone # of VDRC.
- **Contact Email:** Enter email address of VDRC.
- **Location/Site Address:** Enter the address where volunteer work was performed.
- **Period Covering _ to _:** Enter period of time covered on this data form.
- **Organization Contact:** Enter name of the Volunteer Organization Contact that is collecting the data for this form.
- **Contact Phone #:** Enter phone # of Organization Contact.
- **Contact Email:** Enter email address of Organization Contact.

- **Description of Eligible Work Performed:** Enter a specific description of work performed eligible work performed.
- **Type of Equipment:** Enter size, capacity, horsepower, make and model of equipment used.
- **Equipment Code Number:** Enter equipment code number.
- **Operator's Name:** Enter name of equipment operator.
- **Dates + Hours Used Each Day:** Enter hours used on designated day, Monday through Sunday.
- **Total Hours:** Enter total number of hours equipment was used throughout the designated week.
- **Equipment Rate:** Enter equipment rate designated by FEMA or Subrecipient equipment rate, whichever is lower and reflects all costs associated with operating the equipment.
- **Total Costs:** Enter total costs by multiplying equipment rate by total hours used.
- **Total:** Enter total by adding all total costs together.

EXAMPLES OF ELIGIBLE ACTIVITIES + DONATIONS

- Donating equipment to raise or reinforce a levee.
- Donating equipment to clear Parish or City road right-of-way debris.
- Donating chainsaws to cut fallen trees blocking a public hospital drive.
- Donated equipment may also be Subrecipient- (Applicant-) owned equipment – called **Force Account Equipment** or FAE.
- It may include permanently mounted generators – based on hourly equipment rates or may be based on mileage for vehicles if the mileage is documented and is less costly than hourly rates.

**EXAMPLES OF INELIGIBLE ACTIVITIES + DONATIONS**

- Debris removal on private property **EXCEPT if Private Property Debris Removal (PPDR) policy is approved by the Federal Coordinating Office (FCO) for the disaster in the designated area.**

**[SOURCES: FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24]**

If in doubt about eligible activities and/or donations, document anyway. It is better to over document rather than under.